



Job Description

Job Title:	Head of Governance
Salary:	c£50K pro-rata
Responsible to:	Director of Finance & Resources
Hours:	Permanent, part time (3 days a week, 39 weeks of the year)
Location:	TBC (flexible, meetings held in Balham, South London)

Context and Purpose of the Job

- The Head of Governance will provide professional support to the trustees of Wandle Learning Trust (WLT) and its Local Academy Committees (LAC). They will deliver exceptional clerking and administration for the annual cycle of trustee meetings and will work closely with the joint Executive Heads and senior leaders to ensure that papers and reports provided to trustees are of a consistently high standard and circulated within set deadlines
- This is a strategic leadership position responsible for ensuring effective Governance at WLT through monitoring compliance with regulatory requirements, whilst consolidating local arrangements that provide robust challenge and support for academies

Trustee board and committee support

- Shape agendas and forward-planning for board and committee meetings, including following through on action points and agenda items arising from previous meetings
- Deliver high-quality papers and reports in a timely manner in conjunction with WLT senior team to enable trustees and committee members to fulfil their responsibilities
- Ensure smooth meeting delivery including taking and circulating minutes
- Provide ongoing secretariat support and communications to trustees as appropriate

Maintaining robust corporate governance

- Advising the Executive Heads and other Trustees on key matters of regulatory and statutory importance
- Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency
- Develop and roll out policies that support trust-wide governance activities. Lead the reporting on policy implementation and evaluation.
- Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as WLT policies
- Ensuring an appropriate skills mix at Board level through maintaining Board membership, and managing new appointments and their induction. To include oversight of the re-appointment and retirement of Board members in accordance with the Articles of Association

Board and committee recruitment and induction

- Support the recruitment of new trustees and committee members
- Prepare trustee induction packs and sessions for onboarding new board members
- Ensure all relevant resources/training materials are in order so trustees are supported into role

Board and committee training, development and evaluation

- Ensure trustees and committee members receive all training and development opportunities necessary to ensure strong Board performance including briefings on compliance requirements
- Support board evaluation processes to encourage continual culture of self-reflection and development

Other

- Commit to ongoing professional development
- Work in alignment with the executive to provide seamless corporate governance support
- To clerk for LAC meetings if an unforeseen need arises
- Undertake other tasks as directed by the executive

Person Specification

	Essential/Desirable
Qualifications/Experience	
Extensive experience of supporting and advising Boards and their senior committees, with direct corporate governance experience preferably gained within a regulatory environment	E
Proven strong experience of organising meetings, agendas and taking accurate and concise minutes	E
Ideally have been an academy or school governor, worked closely with school governors and/or Academy trustees	D
An up to date understanding of good practice in corporate governance	E
Abilities, Skills and Knowledge	
Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism	E
Excellent inter-personal and communication skills	E
Experience in working to multiple deadlines and managing competing priorities	E
Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism	E

Special conditions of Service

- You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies
- This post is subject to an Enhanced DBS Check

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.